

~~SECRET~~

20 April 1959

MEMORANDUM FOR: Chief, Cartography Division  
Chief, Geography Division  
Chief, Map Library Division


FROM: Chief, Geographic Research

SUBJECT: Change of Format and Content of GRA Monthly Report

1. The format and content of GRA Monthly Reports have been changed, as discussed at the GRA Staff Meeting of 8 April. A copy of the outline which will be followed in the Area Report to the Assistant Director is attached, along with items to be included under each heading. It is requested that Division Reports follow this same general outline, adding any additional items needed for division record purposes.

2. As Division Reports are no longer to be sent to the Assistant Director or to other recipients of the GRA Area Report, two copies of your report will be sufficient for Chief/G needs. One copy will be retained by Chief/G, and the other will be circulated -- along with the over-all Area Report -- to Division and Branch Chiefs for their information. In addition to this circulated copy, Divisions will continue to receive the same number of copies of the Area Report as they previously received of the combined Area-Division Report.

25X1A9a



Enclosure: OUTLINE FOR GRA MONTHLY REPORT

OUTLINE FOR GRA MONTHLY REPORT

MEMORANDUM FOR: Assistant Director, Research and Reports

FROM: Chief, Geographic Research

SUBJECT: GRA Activity Report for the Month of \_\_\_\_\_, 19\_\_

A. Research and Technical Support Activity

(Includes significant research project completions; special cartographic services; significant new map completions; non-routine map procurement.)

B. Planning and Development

(Includes plans and ideas bearing on future programs and activities; outside developments which suggest future project actions; pertinent administrative and policy developments.)

C. Significant Outside Contacts and Activities

(Includes contacts which have resulted in some significant achievement; participation in established inter-agency committees; special briefings, debriefings, speeches; ad hoc meetings of special interest.)

D. Problems

(Includes both developing and unresolved problems which have their source outside the Office.)

E. Miscellaneous

(Includes special employee activities of importance; commendations and criticisms received.)

25X1A9a

